**Meeting Notes for Library Media Techs – October 3, 2012**

Please see Agenda listed on IUSD Library Site. <http://library.iusd.org/>

For Destiny assistance, we would like to use a new system. If you email

[email@helpdesk.iusd.org](mailto:email@helpdesk.iusd.org)

This will setup a ticket for Jason to answer. Instead of sending a direct email to Jason, this will help form a FAQ for similar issues and also provide a job log.

Please remember to put in the Subject line **“DESTINY”.** This way the email will be forwarded to Jason at IT.

When Shipping from El Camino, it was requested the box not only be marked with the school name, but also the word **“Library”.** This has now been instituted with this week’s orders.

There were two questions that Mark Sontag will need to resolve

1. Payment should be received by the front office (Administrative Assistant) and not the Media Tech for Lost Textbooks
   1. Possible Process
2. Textbook/Literature book is lost
3. Parent/Student goes to Media Center
4. Media Tech prints out the fine notice for Parent/Student
5. Parent/Student goes to front office to the Admin Assistant
6. Parent/Student pays Admin Assistant
7. Admin Assistant signs off on the Fine Notice
8. Parent/Student Goes back to Media Tech
9. Media Tech pays the fine in Destiny
10. Parent keeps fine notice
11. Admin assistant does the following
    1. Deposits checks into textbook account using cash transmittal provided by Jocelyn
    2. Makes note in Google Document for Jocelyn
12. If a consumable is lost/Damaged and the parent requests to use the online version than have a replacement, should there be a charge for the consumable?
    1. Consumable would have been dumped at the end of the year
    2. Parent signs a waiver waving access to a paper edition
    3. If parent requests a paper consumable, then fine is attached to the patron. Payment does not have to be received. Only noted in Destiny.

For Destiny, there will be one update a year. This update will only occur in June, after school is over, so it will not interfere with our systems. It is our intent to provide training on the new features of the update the week prior to school opening in September.

No More Unucons for workbooks

Jason will blow the current inventory at your schools During Spring Break in April. This will reset your workbooks to zero. Textbooks will not be involved.

By doing this, you will only need to add back into Destiny, the materials you have not checked out to students during the year. This should be no more than 10 copies per title.

This means that if a student loses a workbook between April and June, they will not be held accountable. This number should be very low considering the time of year. We expect no more than a handful of students to lose material. Please do not fine them.

That is pretty much it. See you on November 8th We have to cancel December 3rd. There is no rooms available at Westwood.